Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

~~CONFIDENTIAL~~

18 JUL 1961

MEMORANDUM FOR: Administrative Officer,
Office of the Comptroller

SUBJECT : Reclassification of position 3165,
Finance Officer GS-11, [redacted] Station 25X1A6a

1. To confirm a conversation between you and a representative of this Division on 17 July 1961, the subject proposal has been reviewed and a determination made that the appropriate classification is Finance Officer, GS-12.

2. Final upgrading action is subject to provisions of

25X1A [redacted]

FOR THE DIRECTOR OF PERSONNEL:

[redacted] 25X1A9a

Chief, Salary and Wage Division

See Control Sheet
11 409 - 15 August 1961

Ops No 3165

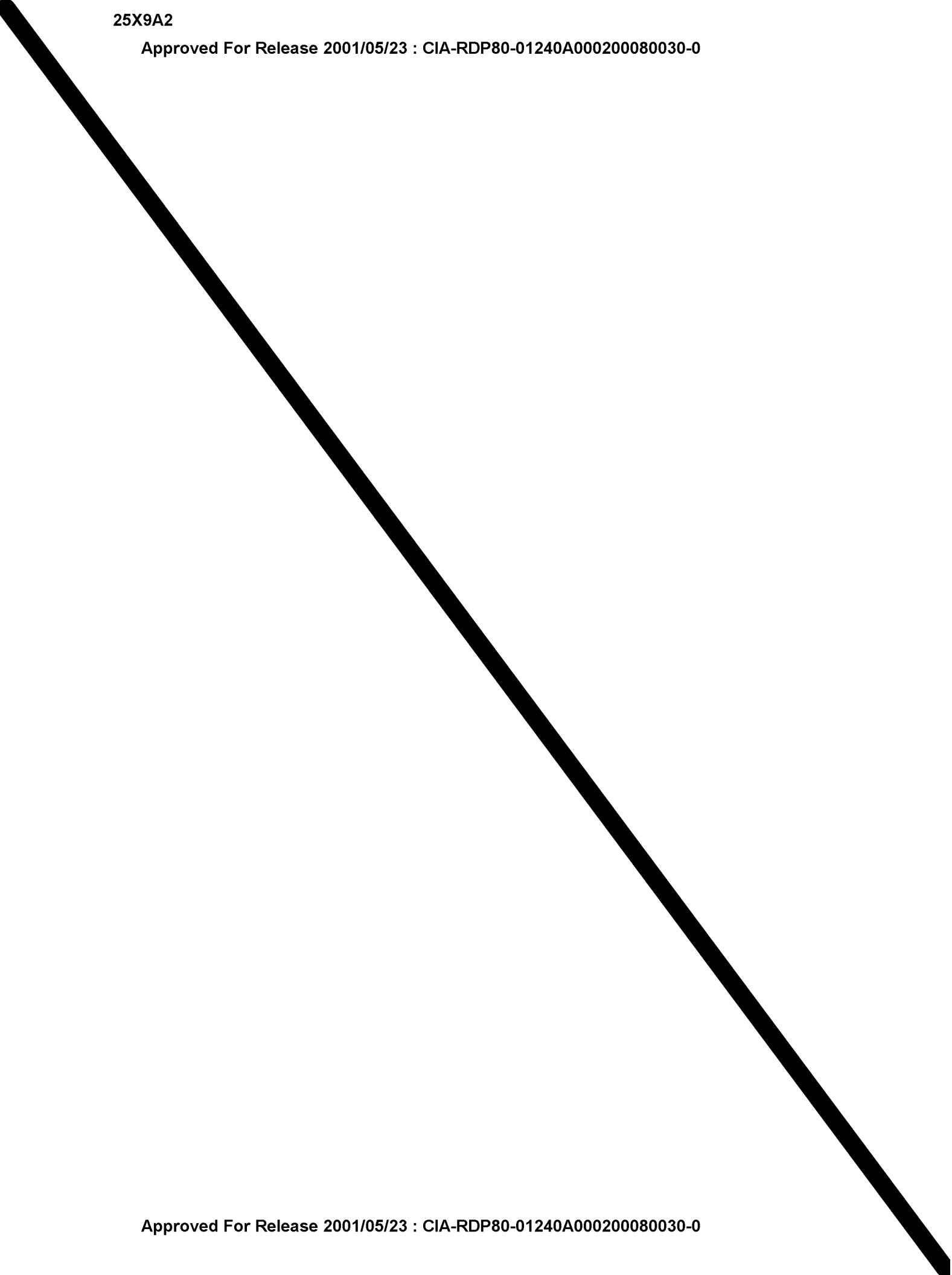
DOC 24 REV DATE 6-4-81 BY 016199
ORIG COMP 5 OPI 3 TYPE 01
ORIG CLASS 5 PAGES 15 REV CLASS C
JUST 22 NEXT REV 2011 AUTH: HR 70-2

ILLEGIB [redacted]

~~CONFIDENTIAL~~

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

25X9A2
Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0



Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

~~SECRET~~

25X1A6a Chief of Station, [redacted]

SF Career Service Board

Request for Upgrading of Finance Officer Position 3165

25X1A6c [redacted]

Reference dispatch has been forwarded to the Office of Personnel with the request that position 3165 at your station be reviewed for possible reclassification to GS-13. When a determination has been made, we shall advise you accordingly.

[redacted] 25X1A9a

EXTERNAL DISTRIBUTION:

25X1A6a Orig. and 2 - COS, [redacted]

21 Oct 1960

[redacted] 25X1A6c

~~SECRET~~

25X1A9a

INTERNAL DISTRIBUTION:
2 - Comptroller
2 - FE Division
1 - C/FD

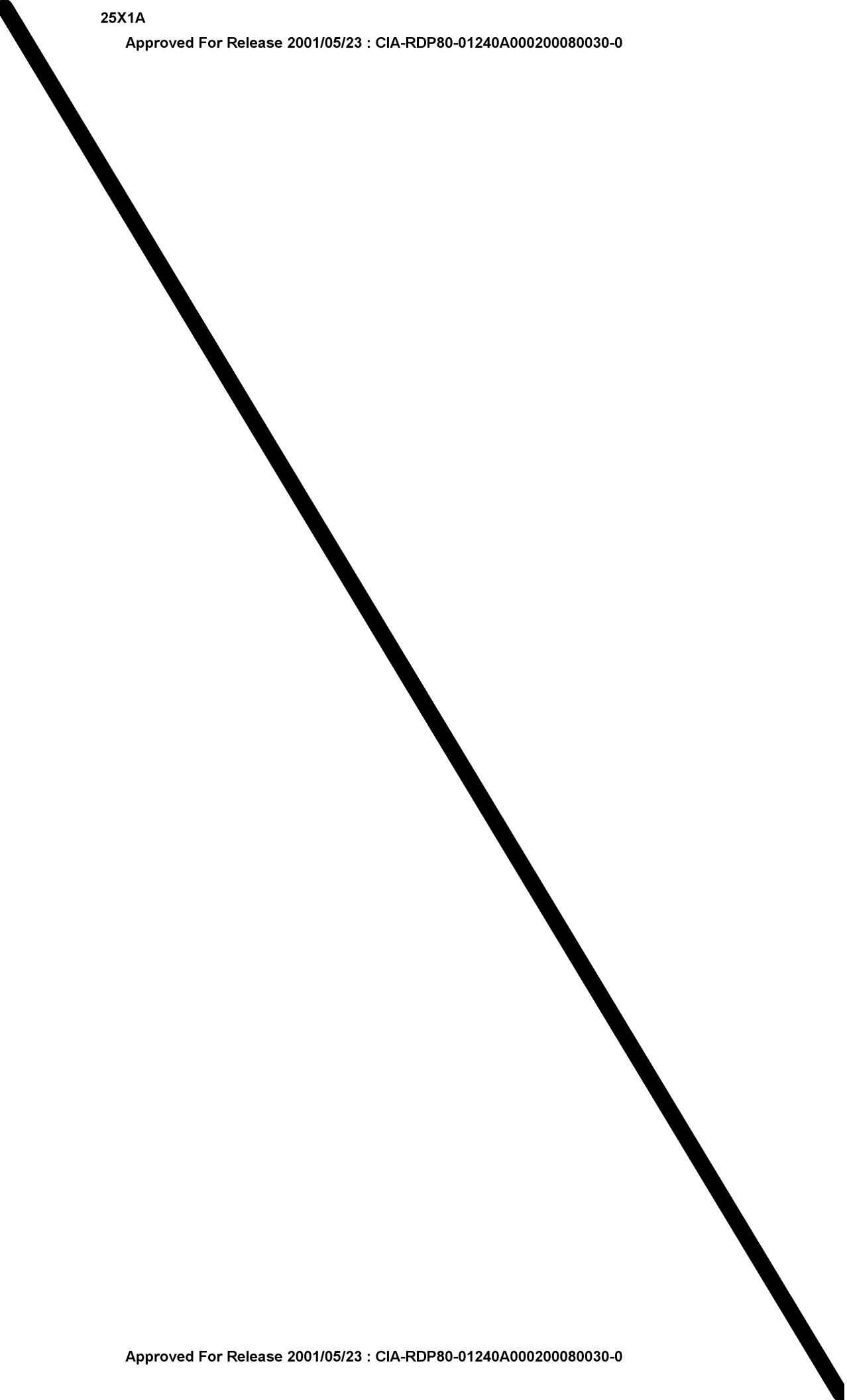
Compt/Fin [redacted] bjh 2295

DDP/FE Chief, FE/Personnel

DDP/FE Chief, FE/Support

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

25X1A
Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0



Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

SECRET

14 NOV 1961

MEMORANDUM FOR: Comptroller

SUBJECT: Reclassification of [redacted] Finance Positions, BFF 3165 and BFF 3166 25X1A6a

25X1A6a REFERENCE: [redacted] Dispatch [redacted] dated 9 October 1961 25X1A6c

Reference dispatch and supporting position description appears to adequately cover the requirements of the position and this office recommends the proposed upgrading receive favorable consideration.

[redacted] 25X1A9a

Chief, Finance Division

25X1A

25X1A6c Attachment:
[redacted]
Job Descriptions--
BFF-3165 and BFF-3166

1/16/62

No action for [redacted] advised. Let job stand as 14 12 + 4 requested

25X1A9a

[redacted] copy given up S & W w/ attached pkt.

SECRET

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

Analysis of Proposed Changes in SF FE/Foreign Field

Current T/O			Proposed T/O	
25X1A [redacted] Station - Support Staff - Finance Section				25X1A
3164.1	IGS-14	Finance Off	([redacted] GS-14) ✓	No change
3165.1	IGS-12	" "	([redacted] GS-12)	Upgrade IGS-13
3166.1	IGS-9	Fiscal Acct Asst	[redacted] -GS-9)	Upgrade IGS-11
3167.*	2GS-7	" " "	[redacted] -GS-7)	No change
	5	" " "	[redacted] GS-6)	No change

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

Approved For Release 2001/03/23 : CIA-RDP80-01240A000200080030-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Ofd-106 25X1A6c

FROM: [redacted] NO. [redacted]

DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. [redacted]	19 OCT 1961			
2. FE/PE/JAO	25 Oct 61			
FE/Pers Mgr.				
3. FE/BF	31 OCT 1961	10/31	WEC	
4. CFE/Support		INFO		1 copy att.
Comptroller				
5. Dir. of Pers				1 copy att.
6.				cc to DSW 11/7/61
7.				No action to be taken until [redacted] FE would like 50 hours for [redacted] 25X1A
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Approved For Release 2001/03/23 : CIA-RDP80-01240A000200080030-0

FORM 1 DEC 56 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

25X1A
Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

Next 1 Page(s) In Document Exempt

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0

25X1A2e

[redacted]

Enclosures
2 Job Descriptions, h/w

5 October 1961

Distribution
2 - C/FE, w/2ccs encl, h/w
1 - Comptroller, w/encl h/w
1 - Dir. of Pers., w/encl h/w

Approved For Release 2001/05/23 : CIA-RDP80-01240A000200080030-0